

OFFICE OF PERSONNEL MANAGEMENT  
Office of the Director  
Interagency Advisory Group  
1900 E Street, N.W.  
Washington, D.C. 20415

Minutes of the Committee on  
STAFFING

March 27, 1979

The meeting was conducted by Mr. John Fossum, Chairman of the IAG Staffing Committee. Thirty-nine representatives from 35 departments and agencies were present. The formal agenda announced to IAG Staffing Committee members for this meeting included:

- (1) Update on staffing-related provisions of the Civil Service Reform Act (CSRA);
- (2) Veterans Readjustment Appointments and agency plans of action;
- (3) Update on the placement program for Panama Canal Zone employees; and,
- (4) Questions and answers on Federal merit promotion policy.

Announcements

Mr. Fossum made five announcements as set forth below:

- o Agencies and applicants will be receiving a questionnaire on the operations of the senior level examining program which was implemented during August 1978. The purpose of the questionnaire is to receive opinions on whether the current procedures are working and ways in which they can be improved.
- o The Office of Personnel Management (OPM), effective February 15, 1979, delegated 26 authorities to agencies which previously had required prior OPM approval (FPM Bulletin 300-48 dated February 28, 1979).

NOTE: In April, additional blanket authorities were delegated to agencies (FPM Bulletin 300-52 dated April 16, 1979). This Bulletin also contained other authorities which could be delegated to agencies through a delegation agreement. Guidelines for the development of these agreements will be developed shortly.

- o OPM will be closing 45 job information centers and will be eliminating the toll-free job information telephone numbers (WATS) as announced in an OPM news release on January 25, 1979.
- o Many members of the Staffing Committee indicated in February that they were interested in participating in an interagency work group to assist in developing staffing-related provisions of the CSRA and other programs. This group, when formed, will work on a wide range of problems and will bring their decisions or recommendations before the full Staffing Committee for consideration.
- o The Renegotiation Board went out of business on March 31, 1979. Mr. Sugarman sent a letter to agency personnel directors on March 12 requesting their assistance in placing Board employees. This letter was furnished to attendees.

#### Implementing CSRA Staffing Provisions in Title III

Mr. Tom O'Connor discussed these provisions. Mr. O'Connor's remarks and an updated list of regulations and guidance implementing the staffing provisions of Title III of the CSRA were furnished to attendees. Also, Mr. O'Connor indicated that OPM had just issued the booklet "Status Report on Federal Civil Service Reform, March 1979" which was also furnished to attendees.

#### Veterans Readjustment Appointments and Plans of Action

Mr. Tom Thomsen, Chief, Office of Veterans Employment, called attention to FPM Bulletins 307-13 and 14 which discuss changes in the guidelines for making veterans readjustment appointments and for developing agency plans of action. Mr. Thomsen said that from all indications, agencies were going to use the new legislative authority which permits them to noncompetitively employ Vietnam Era veterans at grade levels through GS-7, irrespective of their date of military separation. He indicated that satisfactory plans of action had been received from most agencies. In response to a question, he stated that Vietnam Era Veterans Week begins on May 28 and agencies are expected to give special recognition to these veterans within their agencies and the Federal service.

#### Placement Assistance Program for Panama Canal Zone Employees

Mr. David Mischel provided a status report on this program which was announced in FPM Letter 330-12 dated December 22, 1978. Although the basic requirements of the program are as announced, OPM will be automating the program during April/May on a limited test-pilot basis. This will mean that Canal Zone employees will send two newly developed forms, a registration form and a qualifications statement, to the OPM Staffing Service Center in Macon, Georgia. The employees may register for any two geographic zones as stated in

CSC Form 1205. The Staffing Service Center will furnish qualifications statements to area offices, upon request, when there are available, qualified Canal Zone employees to be referred for the agency's vacancy. Also, the Center will issue a biweekly inventory list of Canal Zone employees to OPM area offices. The list, intended to be an early alert for OPM area offices and agencies, will show employees' job eligibility, geographic availability and priority level. This automated system for the Canal Zone program may be applied in the future to OPM displaced employee programs as a whole, depending upon its success.

Agency representatives were given the opportunity for comment and discussion, but did not express any concerns about the placement assistance program or the automated system. Mr. Mischel indicated that OPM was especially interested in agency reaction to the use of the new qualifications statement, which will be used in lieu of the SF-171; however, the agency representatives who commented did not expect any problems with agencies accepting and using the qualifications statement.

Lastly, Mr. Mischel stated that he wanted to give agencies an idea of what they could expect with the placement assistance program. Based on latest information from the Canal Zone, 225 employees will receive RIF notices in June with their separations to be effective around September 30, 1979. Most of these employees will be in the OPM placement program. As to other employees who are not subject to separation and are registered as priority level 2 employees (voluntary separation), approximately 25 will register in May. No other estimates are possible at this time. Agency representatives were advised that another FPM Bulletin on the program would be issued by early May. In the meantime, if agencies desired more information on the program, including information about the skills of Canal Zone employees facing separation this year, they could telephone either David Mischel or Fred Hollingsworth at 632-4533.

#### Questions and Answers on Federal Merit Promotion Policy

Mr. Mort Horvitz, Chief of Staffing Policies, and Mr. Ken Bates of his office, opened the floor for questions. An agency representative asked for clarification about the conflict in FPM chapter 335, Federal Merit Promotion Policy, which states that priority placement consideration is no longer required by OPM and FPM Bulletin 273-17 dated March 5, 1979, which requires agencies to develop a placement plan by June 30, 1979, which will provide for priority placement of employees entitled to grade/pay retention under provisions of the CSRA. In reply, Mr. Horvitz stated that the chief intent of OPM's statement in the FPM 335 guidance was to give agencies the option of including a priority placement program within the context of the agency merit promotion policy. OPM's position was that priority placement programs and merit promotion programs are separate entities since priority placement programs need not require employee competition. He agreed that there was need for more clarification to agencies and indicated that OPM will be issuing an FPM bulletin and questions and answers which will address the relationships between merit promotion program policy and priority placement program policy.

Some agency representatives felt that the new flexibilities available under the new FPM chapter 335 would be a welcome change while others felt that general, limited guidance by OPM would result in more problems and issues. They were advised to closely consult with OPM on questions of interpretation, especially during this critical period of CSRA implementation.

Attachment—CSRA Title III materials issued as of March 23, 1979

IAG Staffing Committee  
March 27, 1979

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Implementing of CSRA staffing provisions in Title III.

1. Many proposed Reform Act implementation regulations (CFR) are open for comment by agencies and other interested parties
  - we have extended the deadline for comments until April 30 for most Staffing Services interim proposed regulations
  - comments are optional.
2. The Reform Act generally requires that all proposed OPM regulations be posted at agencies to facilitate public comment
  - please watch for FPM Bulletin 300-50, advance edition dated March 7, which contains posting notices for agency use covering eight proposed Staffing Services regulations
3. We have informally updated FPM Bulletin 300-47 (blue) dated January 23, to reflect materials issued through March 23, copy attached.

Attachment

STAFFING SERVICES

Implementation of CSRA Title III Staffing

Materials Issued  
as of March 23, 1979

FPM Bulletins and Letters

Btn. 296-29 "Documentation of Actions Taken as a Result of the Civil Service Reform Act" December 29, 1978 (Special #13)

Btn. 300-47 "Status of Civil Service Reform Act Staffing Provisions" January 23, 1979

FPM Ltr. 306-14 "Employment of Readers and Interpreters" December 29, 1978 (prepared by Office of Selective Placement Programs, Affirmative Employment Programs)

FPM Ltr 308-13 "Acceptance of Volunteer Service" February 5, 1979

Btn. 315-8 (Special Btn. 20, blue) "Establishment of a Probationary Period for Newly Appointed Managers and Supervisors" February 13, 1979

FPM Ltr. 330-13 "Notification to State Job Service of Competitive Examinations and Agency Vacancies" February 12, 1979

FPM Ltr 331-6 "Delegation of Examining Authority Under Civil Service Reform Act" December 29, 1978

Btn. 332-54 "Implementation of the Civil Service Reform Act: Objections to and Requests to Pass Over Compensable Preference Veterans With Service-Connected Disabilities of 30 Percent or More" December 29, 1978

FPM Ltr 332-20 "Advance Copies of Changes to FPM Chapters 332 and 339 Implementing the Civil Service Reform Act" December 29, 1978 (describes protections in appointment and retention for 30 percent or more disabled veterans)

Btn. 351-3 "Interim Guidelines on Early Optional Retirement Based on Major Reorganization, Major Reduction in Force, or Major Transfer of Function" December 29, 1978

FPM Ltr. 571-67 "Payment of Preemployment Interview Expenses for SES Candidates" December 29, 1978 (Title IV)

FPM Btn. 990-17 (Special #15) "OPM Interim Regulations"  
January 24, 1979 Parts 308 and 315

FPM Btn. 990-18 (Special #19) "OPM Interim Regulations"  
February 7, 1979 Parts 213, 315, 316, 330, 351, 410, 550,  
and 831

FPM Btn. 300-50 "Interim Regulations to Implement Staffing  
Provisions of the Civil Service Reform Act", advance edition  
March 7, 1979 (posting notices)

FPM Ltr. 300-27 "Proposed FPM Material Regarding Noncompetitive  
Appointment of 30 Percent Disabled Veterans and Training Em-  
ployees for Outplacement in Lieu of Separation" - being printed

FPM Btn. 351-4 "Interim Retention Preference Regulations"  
advance edition March 9, 1979 (posting notices)

Implementation of CSRA Title III Staffing

Materials Issued as of March 23, 1979

Regulations Published in the Federal Register

All were published as interim proposed regulations for comment except for two (marked "\*\*") which were issued as final regulations.

<u>Subject</u>	<u>Citation 5 CFR...</u>	<u>Date of FR Publication</u>	<u>Blue Bulletin No.</u>
Employment of Readers* and Interpreters	213.3102	1/26/79	19
Acceptance of Unpaid Student Volunteer Services	308	1/16/79	15
Conversion Authority for 30 percent or More Disabled Veterans	315.703d	1/23/79	19
Probationary Period for New Managers and Supervisors	315.901-7	1/16/79	15
Noncompetitive Appointment Authority for 30 percent or More Disabled Veterans	316.402(b)(5)	1/23/79	19
Providing Employment Information to USES	330.102	1/19/79	19
Repeal of Members-of-* Family Restriction	338.201	12/29/78	
Retention Preference Regulations for 30 percent or More Disabled Veterans	351.201(g) 351.501 351.701(d) 351.705(a)(3)	1/30/79	19
Outplacement Training for Employees in RI Situations	401.301(d)	1/23/79	19
Pay Limit on Retired Members of Uniformed Services	550.603 550.604	1/23/79	19
Voluntary Early Retirement in Reorganizations	831.109	1/23/79	19



ATTENDANCE

Fossum, John (Chairman) (OPM)	Mulligan, Patrick (CPSC)
Beaulieu, Phyllis (ACTION)	Nichols, Valerie (DOE)
Burkhardt, Edwin A. (STATE)	Oyler, Mary Anne (SBA)
Dickey, Judith A. (ICA)	Simpson, Al (DOT)
Erbal, Richard C. (GAO)	Smith, Martha J. (EOP)
Freeman, Steve (DLA)	Sturdivant, Willard (GPO)
Frost, LeBaron (FTC)	Tristsch, Vickie D. (ACTION)
Gray, John (VA)	Toth, Ernest E. (AGRICULTURE)
Hall, Ray (VA)	Washington, Cynthia (FCA)
Hamer, Gary (HUD)	Wells, Edwin V. (AF)
Hayas, Robert (GSA)	Wilcox, Jacquelyn (DOT)
Heyer, Fred (NRC)	White, Robert (OSD)
Huber, Al (COMMERCE)	Workman, Robert W. (DOD)
Jackson, James (NCUA)	Wyvill, Tom (EPA)
Johnson, Donel (DOE)	Yurkoski, Anna E. (ARMY)
Jurgensen, Pat (CFTC)	<u>OPM Staff</u>
Keener, Susan Kay (NASA)	Bates, Kenneth (ADSS)
Kriviski, Wilma (OPM)	Hollingsworth, Fred (ADSS)
Lewis, Ethylene T. (SEC)	Horvitz, Mort (ADSS)
Lynt, Betty (LABOR)	Larrick, Dean (ADSS)
Lysne, Marvin (HUD)	Mischel, David (ADSS)
McPherson, Evelyn (FCC)	O'Connor, Tom (ADSS)
Moody, Charles (INTERIOR)	Thomsen, Thomas (OD)
Moss, Marian (NAVY)	